

**REQUIRED INFORMATION WORKSHEET
REQUEST FOR PROPOSALS (RFP)**

Contact Information	
Title of RFP:	
Contact Person:	
Email:	
Phone:	

1. What is the purpose of the RFP? <i>Provide a description of the RFP to acquaint potential Proposers with the general reason for the RFP so that they can decide whether to submit a proposal. Describe what the RFP is trying to achieve and what success will look like when the project is completed.</i>

2. Do you intend to hold a pre-proposal conference? <i>Indicated here if a pre-proposal conference is needed. Include date, time and location under other information:</i>
Pre-Proposal Conference? YES NO
Other Information:

3. Will the RFP result in an award to a single contractor, or multiple? <i>Provide a description of the RFP to acquaint potential Proposers with the general reason for the RFP so that they can decide whether to submit a proposal. Describe what the RFP is trying to achieve and what success will look like when the project is completed.</i>

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4. List the date you expect services to begin?

5. What is the expected length of the resulting contract? <i>Generally, a new RFP solicitation should be issued every year, unless there is an option to renew for 1 or 2 years within the original solicitation.</i>

6. Do you have additional exhibits/specifications to be included as part of the RFP, such as a pricing schedule, maps or photos: <i>Indicated here if a pre-proposal conference is needed. Include date, time and location under other information:</i>
YES NO If yes, please attach as a separate document. Please ensure that the attachments do not contain protected information.
Other Information (Optional):

7. Selection Committee Recommendations. <i>Selection committees should be limited to between three (3) or five (5) members. All selection committee members shall be able to impartially review and score the submitted proposals. Committee Members are charged with carefully evaluating each proposal. Members must have a firm understanding of the RFP and the criteria pursuant to which proposals are to be evaluated. Committee members must be able to score proposals consistent with those criteria. Include Email addresses</i>	
Evaluator Name & Title	Email Address

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8. List of Potential Proposers. <i>Provide a list of potential proposers that could respond to the RFP. Include Email addresses</i>	
Proposer Name	Contact Email Address

9. Evaluation Criteria. <i>Indicated your recommendations for Evaluation Criteria. Total Percentage = 100%</i>	
Criteria	Percentage %

<p>10. Do you have specific mandatory requirements or minimum qualifications the proposer must meet for their proposal to be considered? If so, please provide a detailed list of all mandatory requirements or minimum qualifications that must be demonstrated in the written proposal response:</p> <p><i>The purpose of the statement of work is to define clearly, concisely, and completely all the obligations of the vendor with respect to the effort to be performed. This section of the RFP is very important. If appropriately completed, it will produce responsive proposals and ease the task of managing the project/contract.</i></p>

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11. Provide a complete and detailed statement of work or performances objectives to be completed:

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Statement of Work Continued:

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